

# CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

*Honoring California's Veterans*



**Classification:** Associate Information Systems Analyst, Specialist (Salary \$4,619 - \$5,897)  
Permanent / Full Time  
Will Consider Assistant Information Systems Analyst  
Will Consider Training and Development Assignment  
\* Pending Budget Approval \*

**Location:** Veterans Home of California, Yountville

## Who Should

**Apply:** Current State employees in this classification or those who are eligible on a certification list, transfers, or reinstatement. Eligible honorably discharged veterans are encouraged to apply provided the above criteria are met. If you do not meet the above criteria, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view all examinations offered by the State, please visit the State Personnel Board's website at <http://www.spb.ca.gov>. SROA/SURPLUS PROVISIONS APPLY.

## Duties and Responsibilities:

Under general supervision of the Senior Information Systems Analyst Supervisor, this position is a support analyst responsible for documenting, and tracking system administration changes. The incumbent monitors system administration changes and modifications, analyzes, research, and test parameter changes. The incumbent is expected to develop a true proficiency with respect to the departments Veterans Home Information System (VHIS) and have a thorough understanding of information technology concepts, practices, methods and principles in order to support VHIS, one of the Department's most complex and mission-critical information systems. This position is located at the Veterans Homes of California, Yountville. Duties performed will include, but are not limited to:

- Assists the Subject Matter Expert (SME) to provide advanced technical guidance and assistance to ISD Staff and VHIS users to ensure that the VHIS is utilized effectively and efficiently.
- Consult with department managers, technical staff and system users on the planning, development, implementation and coordination of information technology issues relating to application deficiencies, application enhancements and system administration modifications.
- Independently analyzes, researches, and tests system dictionaries and parameters changes. Coordinates and implements system administration changes in a structured and organized manner.
- Maintains on-line system libraries, ensures data integrity and synchronizes data file structures between test and production environments. Documents and tracks all system administration changes.
- Establishes and maintains relationships with clients, management and staff, which fosters the ability to provide service and training by gaining knowledge of the department's needs
- Travel to the various Veterans Homes, and for various training courses

**Additional Desirable Qualifications:** Ability to exercise a high degree of initiative, independence of action and originality; Work as a team member to meet goals and objectives, Establish and maintain effective professional working relationships; Communicate diplomatically and effectively, both orally and in writing; Logically plan and organize work; Knowledge of Hospital Information System (Meditech) & clinical processes.

**How to Apply:** Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs  
Human Resources Division  
1227 "O" Street, Room 404  
Sacramento, CA 95814

**Attn: Jason Drenik, Reference M80 # 040-08/09**

## Inquiries:

Voice: (916) 653-2535  
TDD: (916) 653-1966

Note: In line #12 of the State Application **you must reference M80 #040-08/09** and **must** indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Reemployment or Reinstatement. Failure to do so could result in being rejected from the interview process.

## Final Filing Date: Until Filled

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.

PSNO: 830-104-1470-002

RELEASED: 8.18.08